

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **ASSISTANT NORTH REGION DIVISION CHIEF  
(24 MONTHS LIMITED TERM, MAY BECOME PERMANENT)**

SALARY: **\$6779 - \$7474**

LOCATION: **DISTRICT 1 – EUREKA AND DISTRICT 2– REDDING  
(ONLY 1 POSITION)**

FINAL FILING DATE: **APRIL 12, 2010**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the North Region Division Chief, the Assistant North Region Division Chief, plans, supervises, coordinates and directs the Regional Capital Delivery plan for the Redding and Eureka offices. The incumbent is responsible for all necessary activities performed by the project delivery teams for the successful acquisition of rights of way and on time certification of projects. The span of control will include Estimating, Appraisals, Acquisition, Relocation Assistance, Utility Relocation, and Project Certification. Responsibilities include, but are not limited to:

- Oversees the planning, budgeting, managing and delivery of all projects programmed for the Redding and Eureka offices.
- Provides supervision and leadership to the Project Delivery Team Leaders, Senior Specialists and Support Staff in the delivery of property rights for North Region transportation projects.
- Embraces Project Management practices in all forms, including the use of risk management, task management, quality management, quality management and project coordination.
- Reviews and approves functional work products where authority has not been delegated to the Senior level; including appraisals valued over \$10,000 and within department delegated limits,

R/W contracts, Utility agreements, Administrative and/or Legal settlements and recommend for approval, acquisition prior to Environmental document approval.

- Acts as R/W liaison to North Region Project Management in Eureka and Redding and represent North Region R/W at both the Eureka and Redding R/W Pre-status and District Status of Project meetings.
- Works with the Regional R/W Manager, the Regional R/W Project Coordinator and North Region Project Managers to align schedules with staffing, insure deliverable to R/W and identify workload imbalances. Together with North Region R/W Management coordinates the workload and resource distribution between the three offices.
- Reviews programs, policies, processes and special problems at the request of the Division Chief and recommend and implement solutions.
- Coordinates with the Division Chief and HQ's R/W to insure adherence to Federal and State law, accepted standards, policies and schedules.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

#### **Or II**

**Experience:** Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Lead, principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of organization and policy issues facing Caltrans, and the current responses to such issues.
- Demonstrated knowledge of budget processes, workload development, resource management, and Project Management concepts.

- Demonstrated broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated in-depth knowledge of the right of way process.
- Demonstrated in-depth knowledge of the Caltrans project development process and its interrelated functions.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP09**.
- **No faxed or e-mail applications will be accepted.**
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualification must be received or postmarked by the final file date of **APRIL 12, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (10MSP09)  
1727 30th Street, MS-86  
Sacramento, CA 95816**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*